

MEMORANDUM FOR: Security Duty Office

13 AUG 1981

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ATTENTION: [REDACTED]

FROM:

Bruce T. Johnson
Chairman, Fine Arts Commission

SUBJECT:

Standard Procedures for Posting Time-Sensitive
Announcements

1. Several weeks ago I discussed with your predecessor the use of a new "bulletin" format for time-sensitive announcements posted in the display units at the entrances to the Headquarters Building. These bulletins should be used in lieu of the menu boards previously used, and utilize printed output prepared on your instructions by the ETECS facility of the Office of Logistics.

2. The procedures for obtaining the printed output are quite simple. A sample format is attached. I suggest that you establish initial contact with [REDACTED] the ETECS supervisor, on [REDACTED] It thereafter SDO personnel may contact [REDACTED] ETECS personnel located in CJ56 [REDACTED] to request service. In your discussion with Mr. Davis it would be appropriate to establish a permanent project work number to be used each time a sign is to be created. That work number, which should appear on each individual request for service, will permit speedy creation of the sign using a format stored in the ETECS computer. We have been assured by the ETECS personnel that the elapsed time between delivery of a request for service and availability of the ETECS output should be no more than one hour.

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3. A set of bulletin signs has already been delivered to your office. The output from the ETECS system can be mounted simply by pressing it against the glossy surface of the permanent bulletin sign. When the announcement has served its purpose, the ETECS output can be peeled away and the signs can be stored for subsequent use.

4. If you have any questions about this procedure, please feel free to call me [REDACTED] on [REDACTED]. The FAC appreciated your cooperation.

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/s/ Bruce T. Johnson

Bruce T. Johnson

Att: a/s

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TO: OL/P&PD/ETECS
GJ-51, Hq.
FROM: Security Duty Office
SUBJECT: Request for Preparation of Time-Sensitive Bulletin

Please prepare, for display in the entrance display units, _____ copies of the following bulletin. Project work number _____ applies.

Line 1: _____
(Place/Location)

Line 2: _____
(Nature of event)

Line 3: _____
(Date/Time)

Lines 4-9: _____
(Elaboration)

Note:

Line 1 contains the place or location of the event or emergency (road, route number, building, etc.).

Line 2 gives in a few words an indication of the nature of the event (accident, demonstration, power outage, TV film crew, etc.).

Line 3 gives the date and time of the event.

Lines 4-9 provides space for a brief elaboration if one is needed.